



# NEW MEXICO CORRECTIONS DEPARTMENT

Cabinet Secretary  
Alisha Tafoya Lucero

4337 State Road 14, Santa Fe, NM 87508 - PO Box 27116, Santa Fe, NM 87502-0116  
Phone: 505.827.8645 Fax: 505.827.8533 [www.cd.nm.gov](http://www.cd.nm.gov)

## **Volunteer/Vendor Virtual Program/Service Acknowledgement**

All Volunteers/Vendors must review and comply with all NMCD policies and procedures for volunteers and vendors.

The Volunteer/Vendor must be trained by an NMCD authorized volunteer/vendor trainer. All required documentation must be signed and submitted to the facility Chaplain/volunteer coordinator and approved by the Warden.

Volunteer/Vendor agrees to the following when providing virtual program/service for NMCD:

1. Volunteer/Vendor will conduct themselves in a professional manner.
2. The virtual space designated by the Volunteer/Vendor should be treated as if the Volunteer/Vendor is inside an NMCD facility, as much as possible. This means:
  - The space should be safe and appropriate for all NMCD inmates with no or minimal distractions – it should be as plain as possible. Spaces may also use virtual backgrounds, as available and appropriate, for privacy concerns and to limit distractions. Virtual spaces are subject to review by NMCD staff to ensure compliance with these requirements.
  - NMCD credentials should be available upon request.
  - Appropriate attire is required at all times.
  - Personal items or objects that a volunteer/vendor would not bring into the facility (e.g., family pictures, political posters, etc.) should not be visible.
  - No unauthorized participants (e.g., spouses, children, pets, family members, etc.) should be present in the room.
  - No items or objects promoting political affiliation, gang or illegal activity, or drug and alcohol use visible to attendees.
  - No items or objects of a religious nature when providing a non-religious program/service should be visible.
  - No eating during the program/service.
  - No smoking, vaping or drinking alcoholic beverages.
  - No unauthorized or inappropriate audio.
  - No screen sharing.
3. Volunteer/Vendor will respect time allotted for program and service and will not start early or late or end early or late to model accountability. Time is valuable and should be honored.



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4. For safety and security reasons, Volunteer/Vendor will not pan camera to share their location with attendees and will take all necessary precautions in protecting their whereabouts and any personal information potentially revealed on camera. NMCD is not liable for Volunteer/Vendor carelessness.
5. It is strictly prohibited to record virtual meetings, take screenshots, or capture media content from any virtual meeting without prior approval from the NMCD Public Information Officer.
6. If the Volunteers/Vendors should appear on screen in a group, all COVID-19 safety protocols should be followed, including social distancing and wearing appropriate masks.
7. The Volunteer/Vendor should contact the facility Chaplain/volunteer coordinator with any questions or concerns related to virtual programming/services.

### Acknowledgement

I acknowledge that I have read, or have had read to me, and understand all of the above.

Volunteer: \_\_\_\_\_ / \_\_\_\_\_  
(Print) (Sign)

Date

Last Four of Social Security #: \_\_\_\_\_